

APPLICATION FOR MULTIPLE MESSAGE SIGN PERMIT

GEORGIA DEPARTMENT OF TRANSPORTATION

One Georgia Center
600 West Peachtree Street N.W., 10th Floor
Atlanta, Georgia 30308

TYPE OR PRINT LEGIBLY (Please sign original in blue ink- All Sections Must Be Completed)

Date of Application

GDOT Permit Number

“Multiple Message” sign means, a sign, display, or device, which changes the message or copy of the sign electronically or mechanically by movement or rotation of panels or slats. (O.C.G.A §32-6-71)

Applicant Information

Corporate Name

Name of Applicant (agent)

Corporate Title

Address

City

State

Zip

Phone #

Email

Property Owner Information

Corporate Name

Name of Landowner

Corporate Title

Address

City

State

Zip

Phone #

Email

Sign Location Information

County: _____ City: _____ State Route #: _____ on the ☐ N ☐ E ☐ S ☐ W side
of the roadway and _____ feet ☐ N ☐ E ☐ S ☐ W of milepost number _____.

Latitude: _____ Longitude: _____ (i.e. decimal degrees)

Sign Description

Is this application to change the multi-message type for an already permitted multiple message sign? ☐ Yes ☐ No

Multiple Message Sign (MMS) Type: ☐ Mechanical ☐ Electronic Number of existing faces: _____

Number of faces to be Multiple Message: _____

Length: _____ Height: _____ Area: _____ Sq. Ft. Viewed from ☐ N ☐ E ☐ S ☐ W Direction ☐ MMS

Length: _____ Height: _____ Area: _____ Sq. Ft. Viewed from ☐ N ☐ E ☐ S ☐ W Direction ☐ MMS

Length: _____ Height: _____ Area: _____ Sq. Ft. Viewed from ☐ N ☐ E ☐ S ☐ W Direction ☐ MMS

Length: _____ Height: _____ Area: _____ Sq. Ft. Viewed from ☐ N ☐ E ☐ S ☐ W Direction ☐ MMS

Type of Construction (circle all that apply): ☐ Single Face ☐ Back-to-Back ☐ Double Face ☐ Type - V

Local Government Approval [FOR CITY OR COUNTY USE ONLY]

I hereby certify that the (City or County of) _____, allows the type of multiple message sign (mechanical or electronic), provided all zoning requirements are met at the time application for building permit is submitted.

Authorized Official Name (print)

Title

Authorized Official Signature

City of _____, County of _____, Date: _____

After Hours Contact PersonName: _____ Phone #: _____ Email: _____

Applicant / Agent Signature_____
Corporate Title

Note: This is not a building permit. Nothing in this permit shall be construed to abrogate or affect any lawful ordinance, regulation or resolution which is more restrictive than State Law as it pertains to the structure permitted. (O.C.G.A §32-6-97) In the event this multiple message application is approved, all work must be completed within twelve (12) months from the date of approval, and the underlying outdoor advertising permit must also be kept in good standing during the entire twelve (12) month period.

Department Approval for Multiple Message Sign [FOR GDOT USE ONLY]

Effective Date: _____

Permit #: _____

Outdoor Advertising Control Manager_____
State Maintenance Engineer

Required Attachments: The following attachments (if applicable) are required for a complete application.

- a. A Copy of your W-9 Form.
- b. A detailed Shop Drawing of the sign indicating the plan, elevation, and side views of the sign.
- c. For corporate entities or Trusts who are the Applicant and/or Landowner: A signed statement from a corporate officer or executor, on company letterhead, authorizing the Agent(s) to sign this application on their behalf.
- d. A photograph of the existing sign or proposed sign site showing the location markings. A photograph showing the permit identification tag and where it is affixed to the structure.
- e. The correct permit fee. (fee amounts are available on the Outdoor Advertising webpage)

Sign Installation Notification

The permit holder shall provide notice of completion to the Department within ten (10) days of completion of construction of Multiple Message revision to the sign. The notice shall include an electronic photograph of the sign as viewed from the main travelled way of the roadway from which the sign is permitted.

Submission of Application:

Submit the application and all required attachments to the Georgia Department of Transportation, One Georgia Center, 600 West Peachtree Street N.W, 10th Floor, Atlanta, Georgia 30308, Attn: Outdoor Advertising Office

Multiple Message Application Instructions

Applications must be typed or filled out in ink. Only completed applications will be reviewed. Incomplete applications will be returned to the applicant.

GDOT Permit Number

1. **Current Number:** Provide the current GDOT permit number for which you are requesting to revise to a multiple message status. Please leave this space blank if you are submitting a multi-message application concurrent with the outdoor advertising application.

Applicant / Property Owner Information

2. **Name of Applicant or Company:** Person, corporate entity, or Trust in whose name the permit is listed. The person or corporate entity name and F.E.I.# / Social Security # you provide on the application should match the name and F.E.I.# / Social Security # on the copy of the W-9 Form you provide.
3. **Name of Landowner:** Person, corporate entity, or Trust in whose name the Landowner is listed. This will be the name used by the Department for all correspondence to the landowner.

Sign Location Information

4. **County and Road Information:** Indicate the county and city (if applicable) in which the sign is or will be located. Indicate the state route number of the roadway the sign will be adjacent to. Some roads have two state route number designations. The Department uses the lower route number.
5. **Milepost Information:** Provide the distance in feet to the lower number milepost (not necessarily the closest milepost).
6. **Latitude / Longitude:** Provide the latitude/longitude coordinates of your proposed or existing sign location in decimal degrees. If you use *Google Earth* and it shows coordinates in degrees, minutes, seconds, you can change it to read in decimal degrees by clicking on "Tools" and choosing "Options". In the "Options" box you will see a "show Lat/long" section that allows you to select "decimal degrees".

Sign Description Information

7. **Mechanical or Electronic:** Indicate which type, mechanical or electronic (LED), of multiple message sign for which you are applying.
8. **Face Length, Width, and Area:** These measurements are taken to the nearest whole foot. The Area is the total square feet (length times the height). The area of a face cannot exceed 1,200 square feet. Indicate which faces will be multiple message (MMS).
9. **Types of Construction:** Select the configuration that best describes your sign.

Local Government Approval

10. **Local Government Certification:** An authorized official from the appropriate city or county signs the local government approval section certifying that their government entity allows the type of multiple message sign that the applicant is requesting to build at that designated location.

After Hours Contact

11. **Contact Name:** Provide the name and contact information of the person the Department should contact if there is a sign issue that needs immediate attention.

Applicant Signature

12. Provide Signature and corporate title.